



City of Tempe

SENIOR PARKS MAINTENANCE TECHNICIAN+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	522	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$24.221154
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$32.698558
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Parks Maintenance Technician II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

While all levels of the Parks Maintenance Technician series share the same types of duties, each level is distinguished by increasing levels of complexity, customer service, organizational knowledge, autonomy, judgment and responsibility as well as defined technical expertise.

Employees within this class are distinguished from the Parks Maintenance Technician III+ by the ability to exercise appropriate judgment and problem solving in the full scope of operations and technical duties of their work area. They are required to help guide planning and operations in all areas and proactively plan, schedule and implement work independently. They coordinate complex projects involving multiple workgroups, departments or outside agencies and provide oversight, training and mentoring to staff at all levels. Employees respond to urgent situations, coordinating necessary resources and communication with customers. Employees assist with routine administrative duties.

Employees at this level are considered subject matter experts in three skilled areas as demonstrated by the completion of appropriate certifications, licenses or education and the demonstration of competency on the job. At this level, employees are expected to be knowledgeable of, and provide technical and functional direction and training on, the full scope of operations for the workgroup.

REPORTING RELATIONSHIPS

Receives general supervision from higher supervisor or management staff.

Acts as subject matter expert in defined skill area(s), training and mentoring employees and providing technical and functional direction to other staff, contracted employees and volunteers.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of experience comparable to that of a Parks Maintenance Technician III+ in the City of Tempe and experience working independently in three skilled areas related to maintenance of City parks, golf courses, athletic fields or cemetery.
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	<p>‘Skilled Area’ as applied to Experience have defined internal checklists that delineate competencies and required certification, licensure or education. ‘Skilled Areas’ are limited to those which meet an operational need as determined by the Parks Manager. Examples may include, but are not limited to: pest control, heavy equipment operation, arboriculture, irrigation, sports field maintenance and horticulture.</p>
<i>Education:</i>	Requires a high school diploma or GED.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession and maintenance of any and all licenses or certifications related to the employee’s defined skilled area(s) of expertise.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of semi-skilled and skilled maintenance and supporting administrative activities for the City’s parks, golf courses, athletic fields and cemetery.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City’s safety procedures at all times.
- Maintain turf: Water, mow, weed, trim, aerate, renovate and fertilize turf.
- Maintain Landscape areas: Plant, water, fertilize, trim/prune landscaped areas consisting of bushes, trees, flowers, shrubs and decomposed granite.
- Maintain trees: Trim/prune, fertilize, and stake trees.
- Maintain parks equipment: Inspect playgrounds, picnic tables, barbecues, fences and other equipment and facilities; perform routine maintenance and minor repairs.
- Maintain irrigation: Design, install, troubleshoot, repair and replace irrigation systems including lines, heads, controllers and mains.
- Program and Operate stand alone and Central Controlled Automated Sprinkler control systems.
- Prepare athletic fields for sports activities; measure and lay out field lines, bases, and goal nets.
- Change golf course set up; move tee markers and cups.
- Pick up litter, including encampment debris; empty trash receptacles and transport rubbish to the local landfill.

- Maintain walks, fields, courts and other facilities free from leaves and debris.
- Perform custodial and general maintenance duties in and around restrooms, locker rooms and clubhouse as required.
- Excavate grave sites; set vaults and sectionals; mix and finish cement for burial markers.
- Set up funeral services with mortuaries; install curbing and grave markers; locate burial spaces and assist with requests by citizens.
- Mix chemicals and fertilizers according to predetermined formula and operate spray rig to apply chemicals and fertilizers to trees, shrubs, grass and flowers to control weeds, insects and plant diseases; set and monitor rodent traps.
- Drive and operate heavy equipment such as dump, water and aerial lift trucks, trenchers, front loaders, backhoes, tractor, rider mower and equipment trailers.
- Operate small and medium size equipment such as blowers, weed eaters, trimmers, edgers, chain saws, mowers, power washers, jackhammers and stump grinders.
- Clean and care for tools and equipment: perform minor repairs, report the need for major repairs, check and adjust fluid level, grease and lubricate moving parts as required; and handle and transport fuel for equipment.
- Engage with community stakeholders; respond to requests and inquiries as well as proactively communicate with patrons on ways to improve their experience.
- Coordinate event preparations with sports and other user and special event groups.
- Monitor and inspect work by outside contractors.
- Operate and maintain data in various computerized systems and accurate records of work performed and materials used.
- Recommend and assist in the development and implementation of organizational goals and objectives, and section policies and procedures.
- Plan, coordinate and oversee large maintenance projects involving staff, contracted staff and/or volunteers.
- Train, coach, mentor and provide technical/functional direction and constructive feedback to other staff, contracted employees and/or volunteers.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (3/4-ton pick-up);
- Operate city equipment (i.e. gang mowers, deck mowers, walkers, Gannon, front loaders, etc.).
- Use power tools (i.e. sod cutters, edgers, mowers, jackhammers, drills, chain saws, etc.);
- Use tools (i.e. hammers, wrenches, shovels, wheel barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces (i.e. parks, desert areas, parking lots, plazas, planters, golf courses, sidewalks, and medians);
- Traverse long distances during workday with or without an accommodation;

- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc. (i.e. cleaning restrooms, trash and litter, and debris in stadium stands);
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (i.e. cleaning restrooms, fuels, and oil for equipment);
- May require working extended hours;
- May work alone for extended periods of time;
- Other physical attributes essential to the classification.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 2014

Revised August 2014 (Pest Certs re-numbered by State)

Revised May 2016 (License, Cert requirements)

Revised May 2018 (reclassified Public Works Team Leader; created 5 flex series)

Revised March 2019 (PW reorg – moved to Community Services Dept.)